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Comparison of OCR Personnel Requirements for Processing
[redacted] Reports Under Present and Proposed "VIA TAPE" Systems

25X1A2g

Step	Number of Personnel				Comments
	Present System	Proposed System			
		24 Hours 7 Day Week	16 Hours 7 Day Week	5 Day Week	
1. Receipt	-	-	-	-	Assume 1200 Reports received per month at regular intervals by Cable Secretariat
2. Release	-	-	-	-	By DD/P Area Desk
3. Mark Dissemination and Code for Intellofax System	1.5	5.0	3.5	2.5	Present: Dissemination determined by Area Desks; OCR receives 5 copies for OCR "Backstops" for OSI and others. Coded later. Proposed: Dissemination determined by OCR at Cable Secretariat after release. Distribution to Army, Navy, Air Force, State and NSA on standard basis.
4. Attach Initial Reaction Sheets	-	-	-	-	For CIA Offices only receiving reports. One [redacted] for each copy attached at Cable Secretariat 25X1A2g
5. Batch, Microfilm, Distribute, etc.	.5	.5	.5	.5	Present: DD/OCR distributes up to 5 copies and the Cable Secretariat does balance. Proposed: Cable Secretariat performs entire distribution.
6. Process Completed [redacted]	-	.5	.5	.5	Entire new step. Performed by DD/OCR. Assume 15 [redacted] for each TTCS Report disc. in DD/I (18,000 per month). Assume machine listings must be prepared to (a) revise collection requirements and (b) dissemination requirements. 25X1A2g
a. Punch Cards	-			?	
b. Prepare Machine Listings	-			?	
7. Change Collection Requirements	-			?	LCD/OCR may be involved.
8. Change Dissemination Requirements	-			?	Assuming that dissemination requirements must be maintained currently (per [redacted] for distribution to Branch level, experience factors would have to be developed to make estimate.

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